

Needham Art Box Project

Request For Proposals



The Needham Cultural Council (NCC), on behalf of the Town of Needham, MA, is calling for proposals for its Art Box Project. The Council has embarked on a program to fund and produce artist designs for utility boxes in prominent areas around town. The project is meant to express the artistic and cultural identity of the people of Needham. Selected artists will receive a \$500 honorarium for producing a design for vinyl wrapping of a utility box. Our community values art and artistic expression. The Art Boxes are intended to share our vision and passion for art in our community.

Through this proposal process, the Town seeks to:

- identify one (1) artist to wrap one (1) art box this calendar year;
- gather proposals for additional art boxes should additional funding become available;
- develop a templated process for other Massachusetts cities and towns to adopt this Art Box Project.

Eligibility Requirements:

1. Applicants should be local to Needham and have a connection to the community (past resident, current resident, employed, etc.). Community organizations, individuals, or collaborations are welcome to submit up to two (2) proposed design submissions.
2. Eligible applications must include a complete application (Forms A-E) described below including the following elements:
 - a. Artist Application Form
 - b. Work History
 - c. Past Work Samples
 - d. Proposed Design Description
 - e. Proposed Design provided in a template
 - f. Location Designation Request Form (optional)
3. Artists or collaborations will be required to enter into a contract with the Town of Needham, agreeing to abide by the terms and conditions included.
4. Proposed design submissions must closely resemble the art that will be wrapped on the Box. All accepted works must be ready for use by graphic designer by October 15th, 2019. Failure of the artist to have the artwork available digitally for installation onto vinyl wrap will result in disqualification of the submission.
5. All submitted proposals become the property of the Town of Needham. There is no guarantee of how long the artwork may remain on the box as they may require upgrading or replacing. The Town has the right to move, remove, or destroy the artwork at any time.
6. Applications are encouraged to be creative and innovative. Preference may be given to

works that represent the Town of Needham's arts and cultural identity through history, heritage, or geography. Artworks must not contain political, religious, or copyright statements.

7. A Utility Box Location Map is below. Applicants will be allowed to submit their location preferences via Location Designation Request Form (Exhibit F). This form is optional. The Council reserves the right to final selection location.

Submission Process:

1. To participate, please submit the materials listed below to ncc@needhamma.gov or complete the online form located here: <http://bit.ly/NCCArtBoxProject> by **5pm on August 30, 2019**.
 - a. *A copy of the application materials are available below.*
2. The Needham Cultural Council Art Box Committee will review the proposals and notify artists of their decision by **September 30th, 2019**.

2019 Timeline:

June 17	Announcement of RFP
August 30	Proposal deadline, 5pm (no exceptions)
September 15	Anticipated Review Process by the Needham Select Board
September 30	Selection Notification by NCC
October 15	Final Artist Design Due
October 30	Anticipated Review Process by Design Review Committee
November/December	Anticipated installation date TBD

Evaluation Criteria:

- Artistic quality exemplified in previous work and proposed artwork designs
- Ability to think and work in a scale appropriate for outdoor public artwork
- Ability to convey community identity through art
- Ability to relate to multiple audiences (pedestrians, bicyclists, transit users, drivers)
- Ability to submit proposal by due date: August 30, 2019.

Submission Checklist:

- ☐ Artist Application Form (Exhibit A)
- ☐ Work History (Exhibit B)
- ☐ Past Work Samples (Exhibit C)
- ☐ Artwork Design Submission Description (Exhibit D)
- ☐ Proposed Artwork Design Template (Exhibit E)
- ☐ *Optional:* Location Designation Request Form (Exhibit F)

Inquiry Contact:

Please send any questions about this project to ncc@needhamma.gov by July 1, 2019. All questions will be answered by July 15, 2019.

Online Submission Form Located Here: <http://bit.ly/NCCArtBoxProject>

Artist Application Form (Exhibit A)

Date: _____

Applicant Name: _____

Current Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Preferred Contact Method: *Select one*

- ☐ Email
☐ Phone
☐ Mail
☐ Other _____

Why are you interested in participating in the Needham Art Box Project?

Work History (Exhibit B)

Please describe artwork history below or provide your resume/CV.

Past Work Samples (Exhibit C)

Attach three (3) digital images of work samples and provide descriptions of selected examples below.

Work Sample 1:

Work Sample 2:

Work Sample 3:

Artwork Design Submission Description (Exhibit D)

Name of Proposed Artwork: _____

Artist Signature: _____

Description of artwork submission. Please include relevance to Needham's community (50 words or less)
This will be used for selection as well as publicity of the Art Box Project:

Proposed Design Template (Exhibit E)

Proposal designs should be submitted using the template below. This diagram shows a typical box with dimensions approximately 55" x 44" x 26" deep or 50" x 30" x 18" deep. Please note the actual boxes vary in size and also have edges and possible meter boxes that are approximately 10" x 18". All sides of the box should include a comprehensive design. Artist signatures must not exceed 3"x5" in actual size and space for a sponsorship plaque should be reserved as well.

Download the template below here: <http://bit.ly/NCCTemplate>

[illegible]

Artist Name:

Artwork Title:

Location Designation Request Form (Exhibit F)

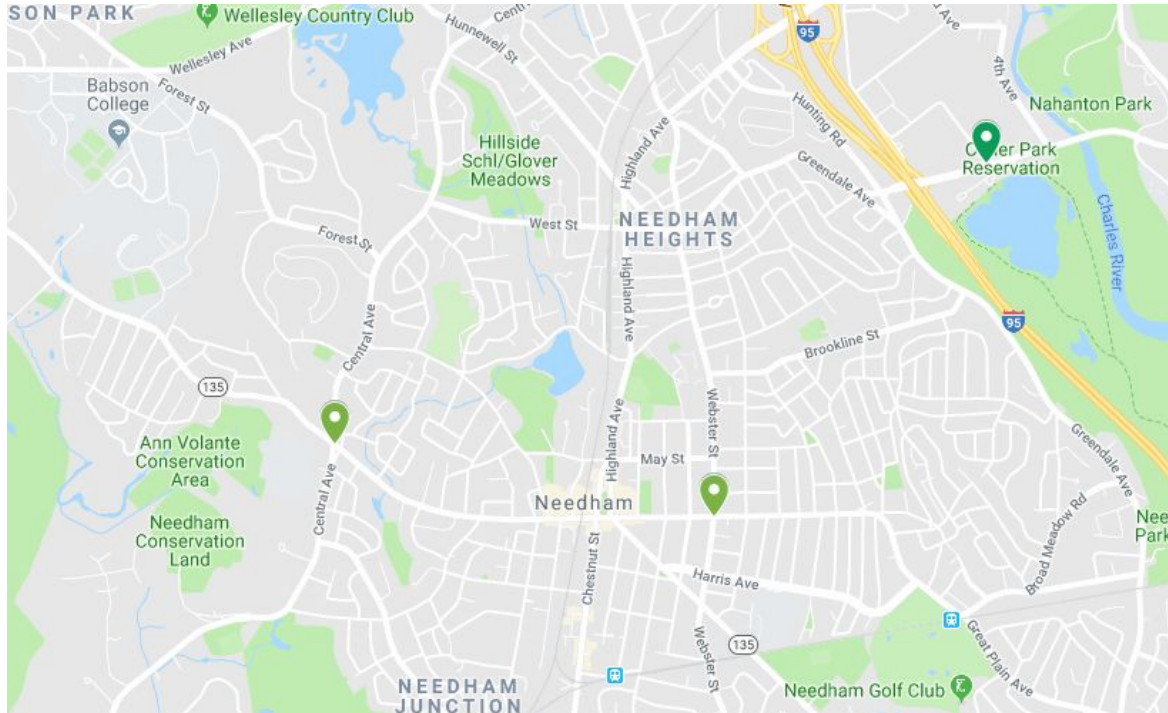
Please number your location priority preference with 1 as most desired and 4 as least desired.

Interactive Map of Art Box Locations located here: <http://bit.ly/NCCArtBoxes>

Preference # _____ Location 1 Great Plain Ave & Webster Street

Preference # _____ Location 2 Great Plain Ave & Central Ave

Preference # _____ Location 3 Kendrick Ave & Third Street



Examples of Current Utility Box Wraps in Needham

Chestnut Street and Oak Street by Mary Hensley

Chapel Street and May Street by Seymour Levy



Location 1: Great Plain Ave & Webster Ave



Location 2: Great Plain Ave & Central Ave



Location 3: Kendrick Ave & Third St

